



Education &  
Communities

*Public Schools NSW*

# Every Student, Every School

## Windows Accessibility Options



# Overview of session

## **Personalized Learning and Accessibility**

The importance of accessibility

Impacts in the classroom

What is accessibility?

## **Overview of Accessibility Features**

Windows, Internet Explorer, Office

Try it out

## **Impairments and Technology Solutions**

Types of impairments

## **Selecting Accessible Technology**

Impact of accessibility on the role of different school stakeholders

Scenarios and accessibility solutions for students with different types of abilities including special needs

## **Resources**

# Accessibility



## Accessibility options for Microsoft products.

Accessibility for all students, including those with disabilities and special needs

[www.microsoft.com/education/enable/](http://www.microsoft.com/education/enable/)

# Assistive Technology

**Assistive Technology is defined as:**

*Any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.*

(IDEA 2004)

# Learning and Support

It is everyone's responsibility to contribute to learning and support to enable the delivery of ***quality learning experiences*** for each student by maximising the ***teacher's capability***.



# Accessibility Options

Every classroom has a student who can benefit from using accessibility

Every classroom has a student who:

Has a hard time seeing the board and can benefit from making the PC easier to see.

Finds concentrating difficult and can benefit from making the PC less cluttered.

Experiences difficulty hearing the teacher speak and can benefit from making the PC easier to hear.

***Accessibility empowers all students with accessible technology that enables personalised learning.***

# Accessibility

## **Personalised Learning and Accessibility**

Personalised learning shifts the focus from what is being taught to what is being learned—the student's needs and style become central to the learning process.

Accessibility in the classroom enables students of all abilities, special needs, and disabilities, to have the same educational opportunities.

### **Personalise the PC for students to:**

Make it easier to see, hear, and use more comfortably

Support learning style differences

Assist special needs students

Save teachers time and effort

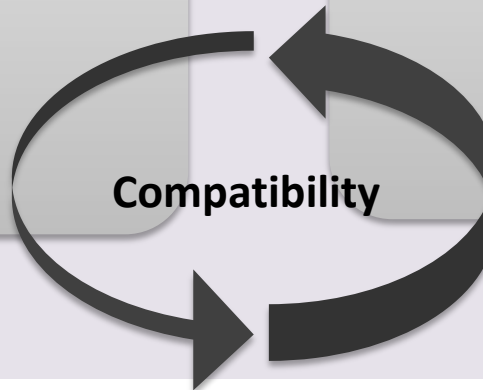
# What is accessibility?



Accessibility  
features



Assistive  
technology



Compatibility



# Accessibility

## All teachers

Help every teacher understand the basics of accessibility and how to recognize students who need to personalise their PCs to make them easier to see, hear, or use.

## learning and support teachers

Ensure each learning and support teacher has *Accessibility: A Guide for Educators* ([www.microsoft.com/education/enable/](http://www.microsoft.com/education/enable/)) to help students with accessibility needs personalise their PCs to make them easier to see, hear, and use.

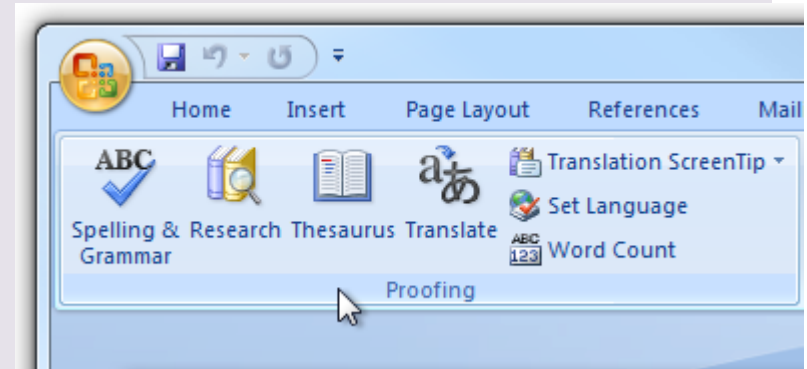
Recommend Microsoft Accessibility Update newsletter to stay up to date on features: [www.microsoft.com/enable/](http://www.microsoft.com/enable/)

# What is accessibility?



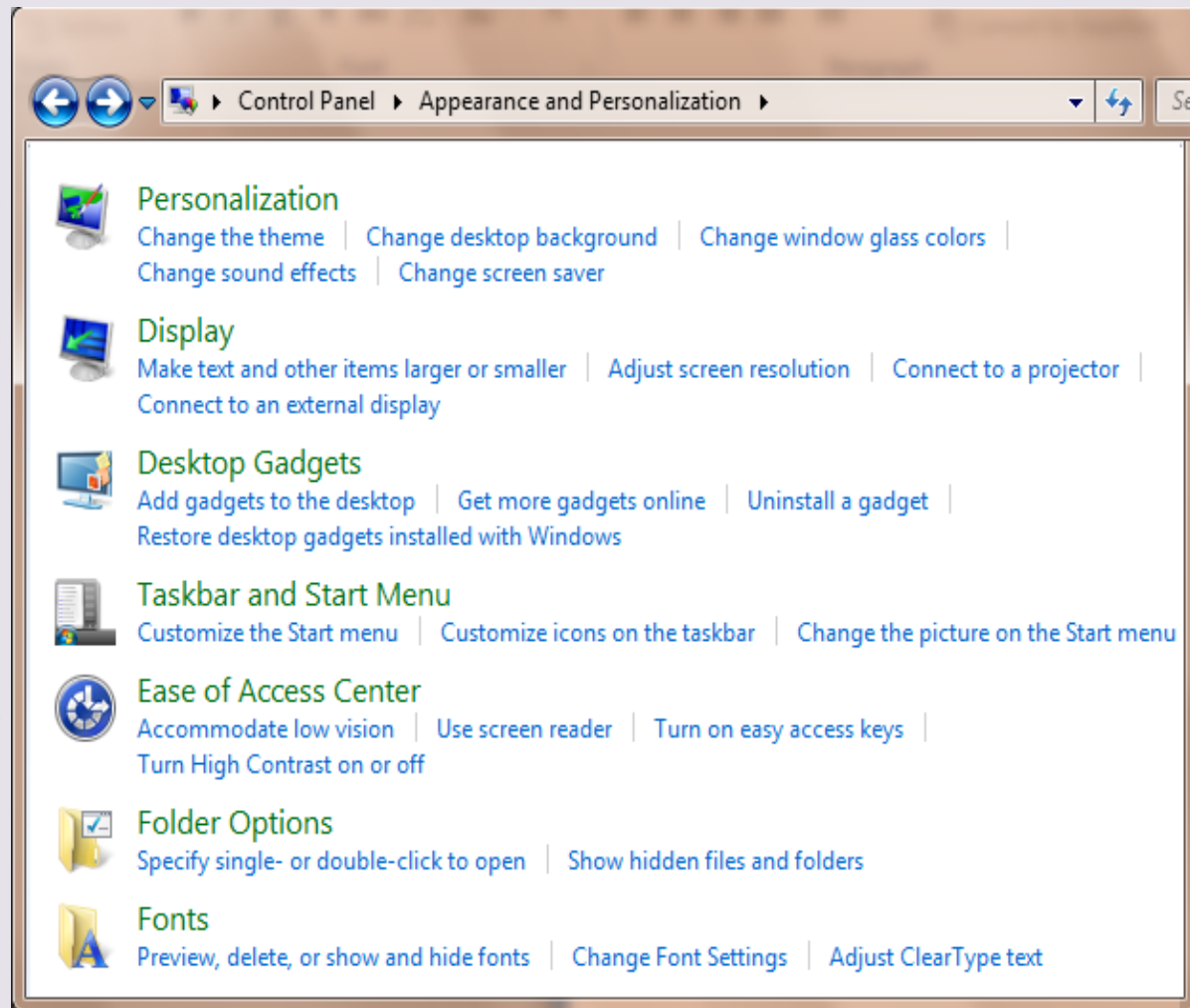
## Accessibility in Windows

- Personalisation
  - [Display](#)
  - [Change colors](#)
  - [Sounds](#)
  - [Mouse pointers](#)
- Ease of Access Centre
  - [Get recommendations](#)
  - [Narrator](#)
  - [Magnifier](#)
  - [Zoom in Internet Explorer](#)
  - [On-Screen Keyboard](#)
  - [Speech Recognition](#)
  - [Windows Touch](#)

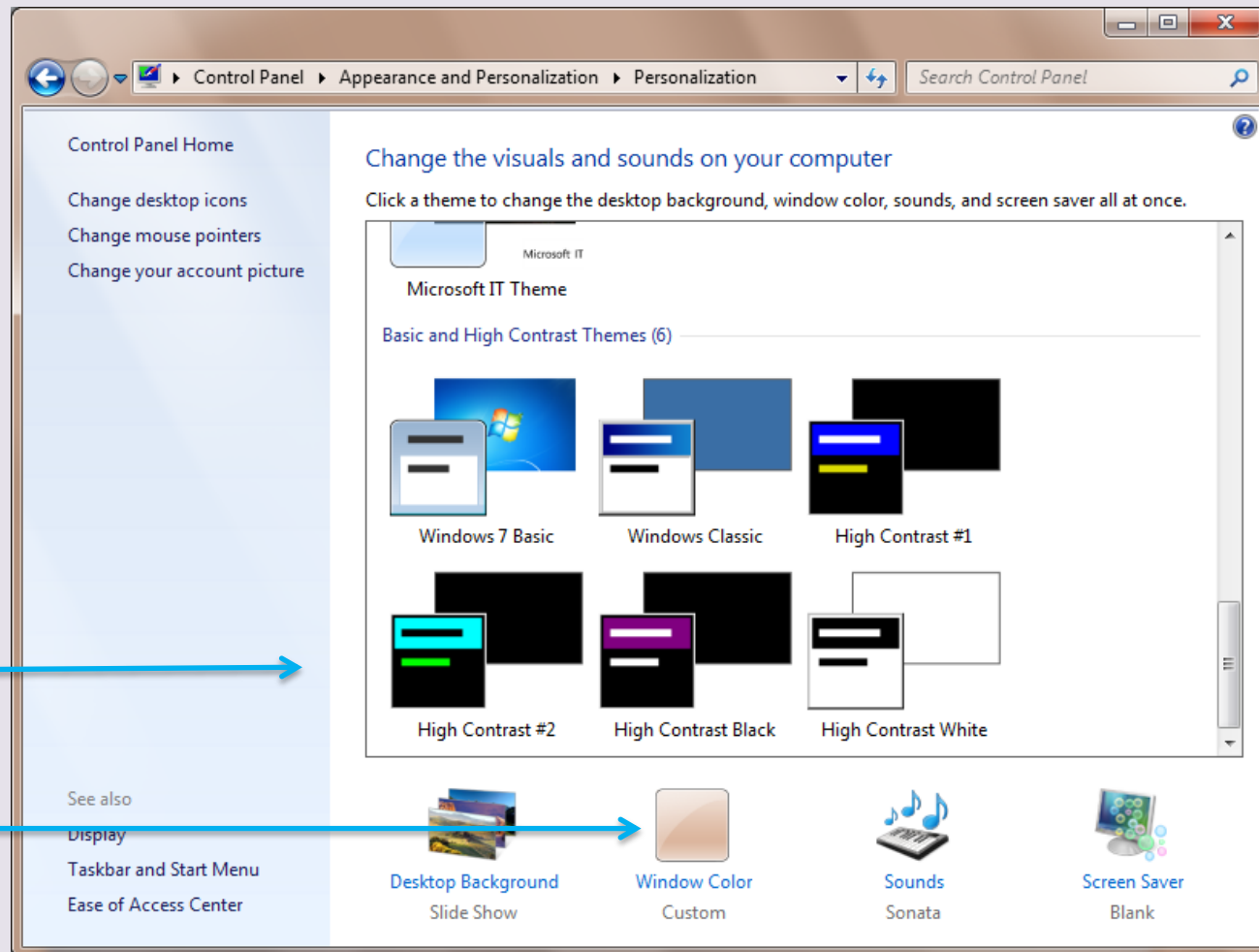


Office 2010 Spelling & Grammar button on the Review tab

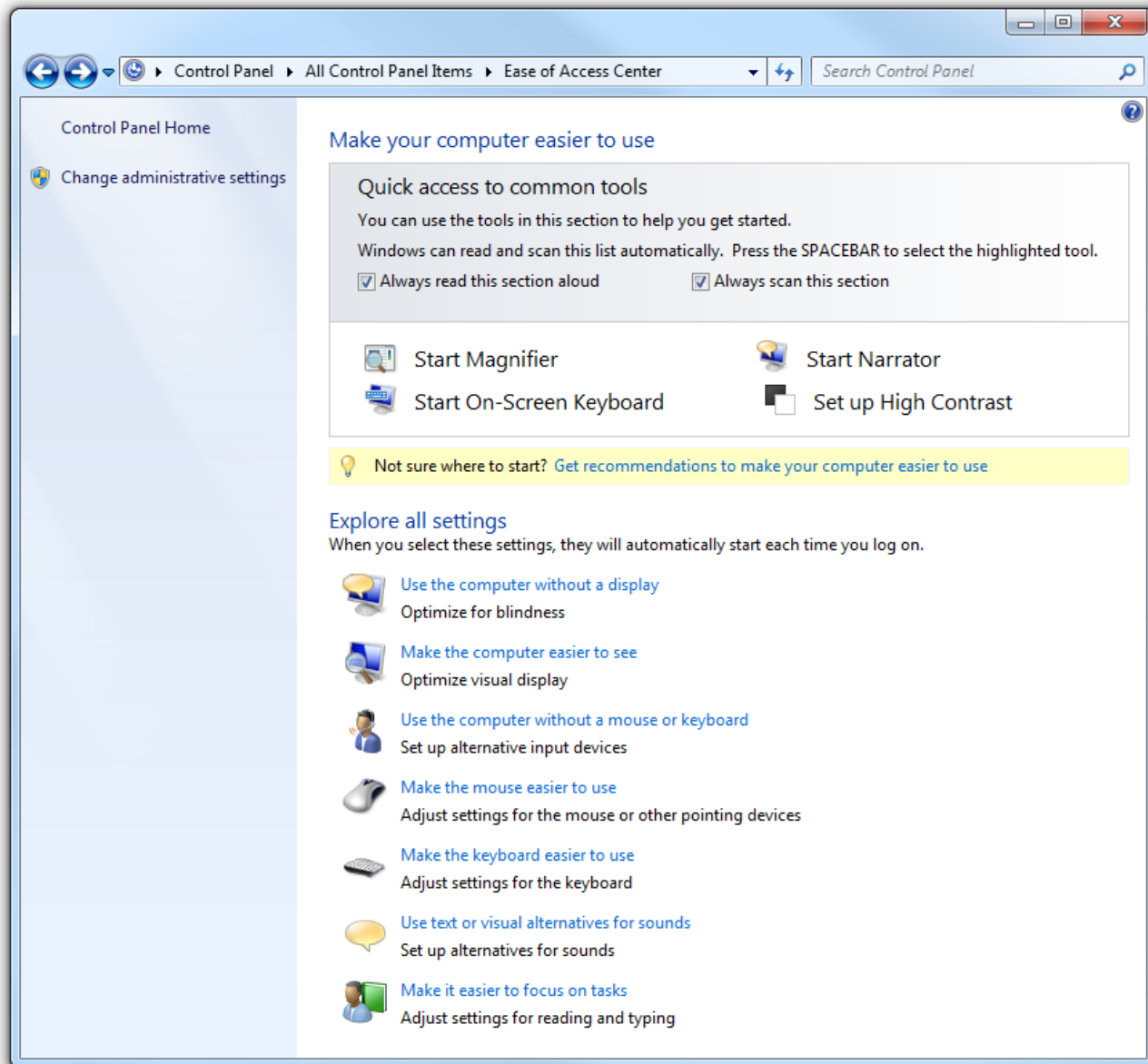
# Control Panel: Appearance & Personalisation



# Personalisation



# Control Panel: Ease of Access Centre



# Accessibility Options

## Personalisation & Ease of Access Centre

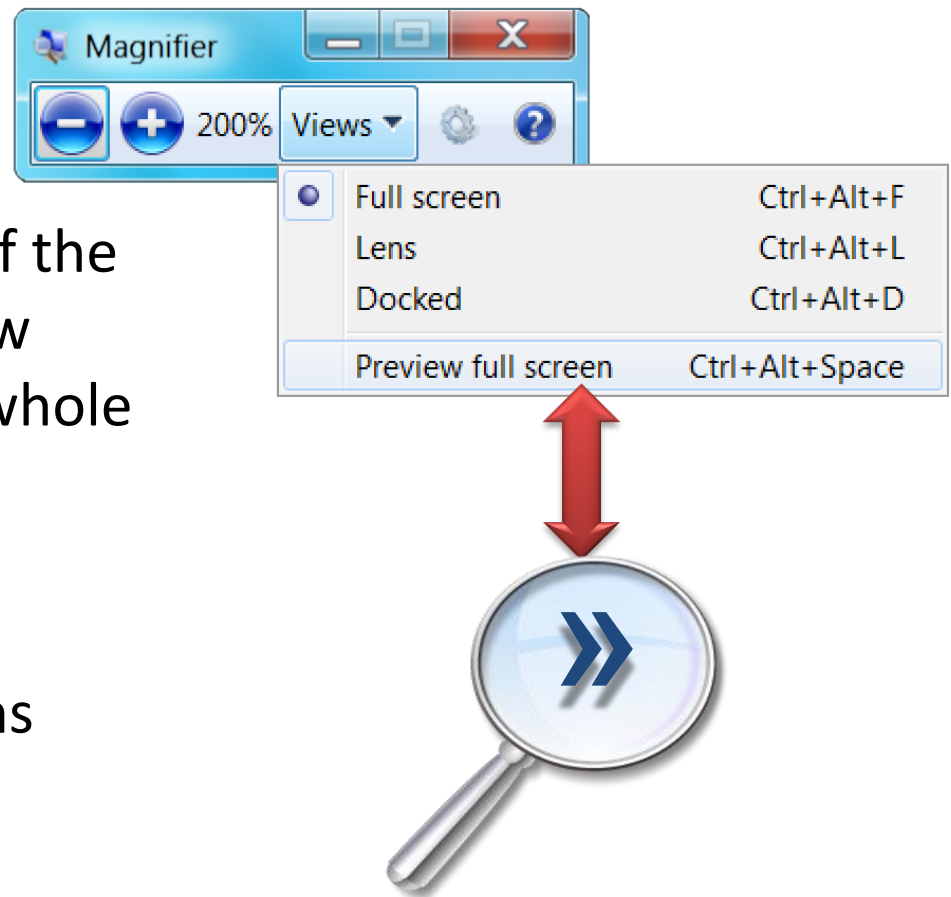
- Make your computer easier to use
- Make your computer easier to see
- Use your computer without a mouse or keyboard
- Make your screen High Contrast
- Make mouse pointers larger
- Use text or visual alternatives for sounds
- Narrator and on-screen keyboard

# Accessibility Options

## Magnifier in Windows 7

Magnifier enlarges portions of the screen making it easier to view text and images and see the whole screen more easily.

Magnifier in Windows 7 now includes full-screen mode, lens mode, and docked mode.



# Accessibility Options

## Accessibility in Internet Explorer

### Accessibility features in Internet Explorer

Zoom in on a webpage

Select text and move around a webpage with a keyboard

Change the font size, formatting, and screen colors

Use the keyboard to surf the Web

Keyboard shortcuts



# Accessibility Options

## Internet Explorer: Zoom



Zoom in on a webpage  
To enlarge the view of a webpage. Unlike changing font size, zoom enlarges or reduces everything on the page, including text and images.

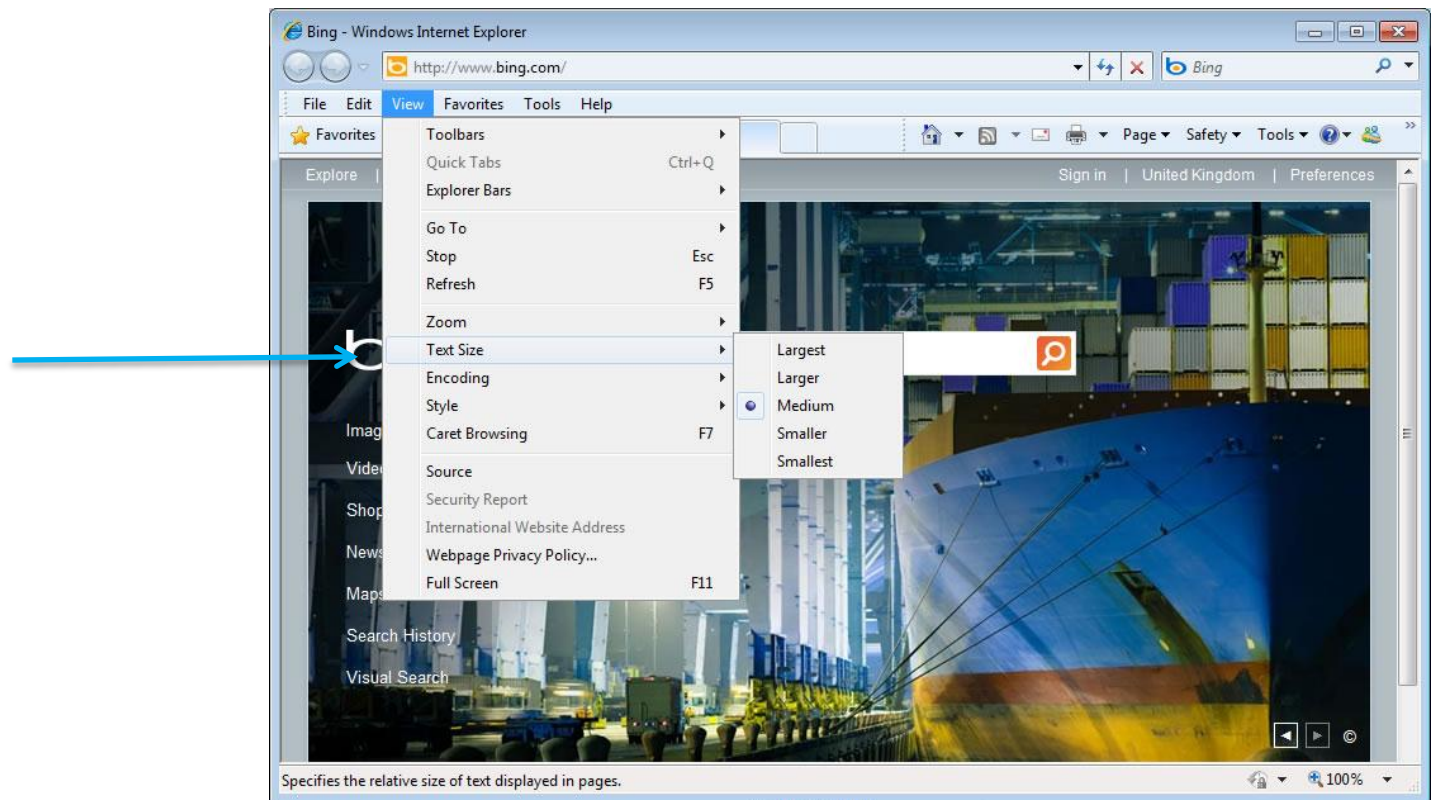


# Accessibility Options

## Internet Explorer: Change text size



Make web pages easier to read by [changing text size on web pages](#).



# Accessibility in Office

- [Accessibility features in Office 2010](#)
  - [Accessibility Checker](#)
  - Add captions, subtitles, and audio in slides with [Sub-Titling Add-in for Microsoft PowerPoint \(STAMP\)](#)
  - [Use the Save as DAISY add-in for Word to convert files to an accessible format](#)
  - [Create accessible web portals](#)
  - [Use the Speak text-to-speech feature](#)
  - [Customize the ribbon](#)
  - [Use the keyboard to work with ribbon programs](#)
  - [Create accessible PDFs](#)
  - [Use Full Screen Reading view](#)



# Accessibility Options

## Microsoft Office:

Make sure your documents are accessible [Accessibility Checker](#) in Word 2010, Excel 2010, and PowerPoint 2010 helps you identify and fix potential accessibility problems that would prevent people with disabilities from reading the file.

[Find and fix accessibility issues in Word 2010 documents](#)

Find out more: demo



# Accessibility Options

## Microsoft Office:

### Making presentations accessible

Add closed captions to video and audio files you include in your PowerPoint presentations. You are delivering a presentation and some individuals are not able to see details from the back of the room. You also want to be able to show certain students how to set up Internet Explorer to display larger text.

[Adding Subtitles to PowerPoint](#)

Find out more: [demo](#)



# Accessibility Options

## For students needing support for vision

### Includes

- Low vision
- Colorblindness
- Blindness

### Accessibility features in Windows and Office

- Magnifier
- Make text larger
- Screen resolution
- High Contrast
- Narrator (blind)
- Audio descriptions
- Keyboard shortcuts
- Reading pane in Word

### Assistive technology

- Screen magnifiers
- Screen readers
- Braille printers, displays, and note takers
- Book readers



[Five ways to make a PC easier for students to see](#)

How-to article



# Accessibility Options

## For students needing support for learning

### Includes

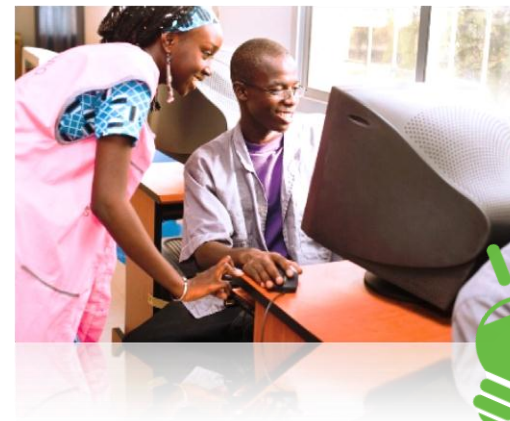
- Dyslexia
- Attention deficit disorders
- Learning style differences
- Learning a new language
- Developmental delays

### Accessibility features in Windows and Office

- Eliminate distraction - make it easier to focus and concentrate
- Spelling and grammar checks
- OneNote for staying organised, researching, audio notes
- AutoComplete (word prediction)
- Speech Recognition

### Assistive technology

- Word prediction – ClaroRead, TextHelp Read & Write
- Reading comprehension (Universal Reader)



[Six ways to adjust the PC to make it easier for students to concentrate](#)

How-to article





# Accessibility Options

## For students needing support for mobility and dexterity

### Includes

Dexterity impairments – hand, wrist, and arm pain, fine motor control

Gross motor impairments (Cerebral palsy, multiple sclerosis, spinal cord injuries)

### Accessibility features in Windows and Office

Mouse settings – pointer size, speed, button configuration

Keyboard settings – Mouse Keys, Sticky Keys, Filter Keys

On-Screen Keyboard

Keyboard shortcuts

Speech Recognition

Windows Touch

### Assistive technology

Ergonomic keyboards and mouse alternatives – joystick, trackball mouse

Keyboard filters

Alternative input – sip and puff, head mouse



[Four ways to help a student control the mouse](#)

How-to article





# Accessibility Options

For students needing support in speech or language

Includes

- Delayed speech or inability to speak

- Inability to comprehend words

Accessibility features in Windows

- Narrator

- Windows Touch

Assistive technology

- Augmentative

- communication devices

- Speech synthesizers

- Touch screens with audio



[Five ways Microsoft OneNote can help students with dyslexia stay organized](#)

How-to article



# Accessibility Options

## Accessibility in education

[www.microsoft.com/education/enable/](http://www.microsoft.com/education/enable/)

Download the Microsoft guide

[Accessibility: A Guide for Educators](#)

Download the Microsoft curriculum resources guide

- [Curriculum Resources for Special Education for Windows 7 and Office 2010](#)

Also find

- Success stories and videos
- How-to articles



# Accessibility Options

## Microsoft Accessibility

[www.microsoft.com/enable/](http://www.microsoft.com/enable/)

Accessibility features in Microsoft Products

[www.microsoft.com/enable/products/](http://www.microsoft.com/enable/products/)

Accessibility demos

[www.microsoft.com/enable/demos/](http://www.microsoft.com/enable/demos/)

Accessibility tutorials

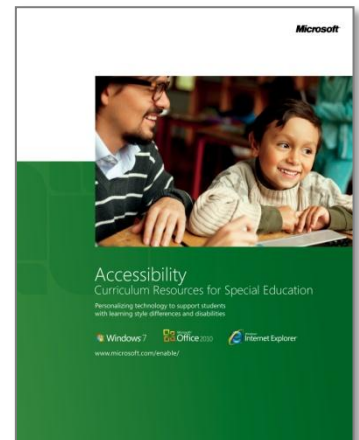
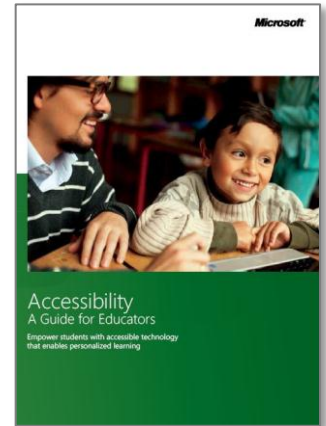
[www.microsoft.com/enable/tutorials/](http://www.microsoft.com/enable/tutorials/)

Assistive technology products

[www.micorsoft.com/enable/at/](http://www.micorsoft.com/enable/at/)

Accessibility resources in 41 languages

[www.microsoft.com/enable/worldwide/](http://www.microsoft.com/enable/worldwide/)



# Accessibility Options

## 3 things to remember



1. Every classroom has a student who can benefit from accessibility
2. Accessibility features in Windows and how to use  
Personalisation  
Ease of Access Centre
3. Where to find accessibility info for teachers  
[www.microsoft.com/education/enable/](http://www.microsoft.com/education/enable/)

